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Office of Security Services

United States
Department of
Agriculture

Office of the
Assistant Secretary
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US M O S M E B
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TO: Agency Heads
Staff Office Directors

FROM: Boyd K. Rutherford
Assistant Secretary
for Administration

SUBJECT: Closure of the Whitten and South Buildings for Presidential
Inauguration Activities

The Whitten and South Buildings will close at 10 p.m., on Friday, January 16, 2009, and will remain closed to all employees and visitors until sometime after midnight on Wednesday, January 21, 2009, to enable the facilities to be used for law enforcement and related support for Inaugural activities. USDA staff and contractors will not be allowed normal access to the facilities during these timeframes.

If you have staff that absolutely must work in these buildings during this timeframe, please submit a list to me for my review and approval by January 6, 2009. Your submission should include the names and a justification for why the work cannot be performed at an alternate site.

I will furnish my list to the Federal Protective Service shortly thereafter.

As more details associated with the activities surrounding these dates become available, I will send them.

cc: Sub-Cabinet Officials
Management Council Members

OSS Rec'd 12/16/08